

HOUSING SERVICES MANAGEMENT ACCOUNTANT

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex, professional level accounting duties involving the accounting, recording, reporting and auditing of financial transactions involved in the City's Assisted Housing programs; to review accounting records for accuracy; and to prepare financial reports, statements and special financial analyses.

Supervision Received and Exercised:

Receives general supervision from the Housing Services Administrator.

May exercise technical supervision over lower level staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Prepare, administer and monitor the Housing Services Division's operating budgets, including budget controls.
- Examines all financial transactions to ensure accuracy; corrects financial records as necessary.
- Performs regular reconciliation and verification of Housing entitlements including CDBG, Section 8, FSS and HOPE fund balances.
- Maintain and reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy; correct financial records as necessary.
- Monitor contract compliance with federal grant requirements; performs Single Audit of federally-funded programs and monies.

CITY OF TEMPE

Housing Services Management Accountant (continued)

- Prepares annual financial statements, budgets and requisitions for all entitlement programs.
- Conducts periodic reviews and audits of various accounts and records related to Federal compliance standards for internal and City-funded non-profit agencies.
- Create and maintain accounting systems as required complying with various governmental agency guidelines, policies and procedures; preparing reports required by Federal agencies and auditors.
- Prepare and review computer input data (using both City and Federal computer systems) for monthly financial reports; assist in the preparation of annual financial statements, budgets and requisitions for the City, U.S. Department of Housing and Urban Development, and other agencies as required.
- Analyze information, reconcile accounts, and prepare projections, income and expenditure reports on CDBG, HOME program, and Section 8 Housing Assistance Program funds for the City and other government agencies.
- Prepares and recommends budget proposals and changes; budget estimates and allocation changes.
- Performs single audits of federally funded programs and monies for internal and external entities; audits division files and processes to determine legal and financial compliance and operational effectiveness.
- Prepare and submit monthly analyses of expenditures and revenues.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of professional accounting or program management experience. Two or more years of responsible professional-level government experience

CITY OF TEMPE

Housing Services Management Accountant (continued)

receiving and administering federal grants, including monitoring sub recipients and/or administering contracts is preferred.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration or a closely related field.

Licenses/Certifications:

May require the possession of a valid driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules & Regulations, Rule 1, Section 103.

Job Code: 466

FLSA: Exempt